



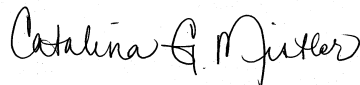
OPERATIONS MEMO

Update of the California Student Aid Commission

December 8, 2008

GOM 2008-27

TO: Financial Aid Administrators
High School Counselors

FROM: Catalina G. Mistler 
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SUBJECT: 2009 Electronic GPA Submission Training

The California Student Aid Commission (Commission) is pleased to announce that the 2009 Electronic GPA (Grade Point Average) Submission Training sessions will be conducted via webcast during the weeks of January 12, 2009 and February 9, 2009. This training was developed to support schools that either currently upload their GPAs electronically through WebGrants and want to learn more about the process, or schools that currently mail in paper GPA forms and want to know how the electronic upload process works.

Training Sessions Will Cover the Following:

- How to set up a WebGrants account.
- The benefits of uploading GPAs electronically.
- A start-to-finish overview on the electronic upload process.
- How to prepare files prior to upload, including record layout & required fields.
- How to add GPAs one-by-one (for small batches of records).
- How to view or change the files after they've been submitted.
- How to avoid common mistakes.

Training Dates and Times

The training sessions will be conducted Monday through Friday, January 12, 2009 through January 16, 2009, and the week of February 9, 2009 through February 13, 2009. Each session will be one hour long and held online so the participants can log on from their own office or home computer, follow along screen-by-screen while listening to the live audio feed over the phone, as well as submit questions via a "chat" feature during the training.



State of California
Arnold Schwarzenegger
Governor

For more information you may contact us at:
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The training will be performed online using CCCConfer, a service of the California Community Colleges. Prior to using CCCConfer, users must verify that their computer has proper internet and Sun Java® capabilities. Instructions on how to do this come with the registration confirmation.

Schedule

01/12/09 @ 10:00 am - 11:00 am	02/09/09 @ 10:00 am - 11:00 am
01/13/09 @ 10:00 am - 11:00 am	02/10/09 @ 10:00 am - 11:00 am
01/14/09 @ 10:00 am - 11:00 am	02/11/09 @ 10:00 am - 11:00 am
01/15/09 @ 10:00 am - 11:00 am	02/12/09 @ 10:00 am - 11:00 am
01/16/09 @ 10:00 am - 11:00 am	02/13/09 @ 10:00 am - 11:00 am

Registration Information

Please register for your training session by visiting the following Web page (select the 2009 Electronic GPA Submission Training link), select which date and time you want to participate and enter your information: <http://www.csac.ca.gov/doc.asp?id=983>. Once you have registered, a confirmation e-mail will be sent to you with the Website login instructions and teleconference phone line information.

****PLEASE NOTE****

Registration will be on a first-come, first-served basis as there are a limited number of participants allowed to log on per session. As a result, we request that, whenever possible, schools have their staff dial in from a single phone line in a conference room and view the presentation from a single Internet connection to ensure maximum participation per session. Participants may pick a different session if they find their first choice is full.

The WebGrants Information Security and Confidentiality Agreement and WebGrants System Administrator's Access Request forms are enclosed, or you can download these forms at www.csac.ca.gov. Click on the Schools tab, select either the High Schools or Colleges link. From there, click on the WebGrants link to gain access to the forms. Mailing instructions are included with the forms. To take full advantage of this training, we recommend that schools set up a WebGrants account prior to the training session. This will ensure that what was learned in the training session can be applied immediately and retained better.

Additionally, the Commission's Technology Help Desk can be contacted at (888) 294-0148 to assist schools or district offices in setting up a WebGrants account or to log in to WebGrants.

GPA How-To Videos Available on You Tube

The Commission has posted a video on You Tube to provide guidance to schools on the GPA submission process. This can be accessed at <http://youtube.com/castudentaid>.

Questions about this memo or the electronic GPA submission process should be directed to the Commission's School Support Services at (888) 294-0153 or at schoolsupport@csac.ca.gov.

Enclosures: High School GDS WebGrants Information Security and Confidentiality Agreement
GDS WebGrants High School System Administrator's Access Request Form
College GDS WebGrants Information Security and Confidentiality Agreement
GDS WebGrants College System Administrator's Access Request Form

Working together to effectively promote education beyond high school!